

CITY OF BURBANK

SENIOR ENGINEER/TRAFFIC

DEFINITION

Under direction, to plan, organize, supervise, and perform traffic engineering; and perform related work as required.

ESSENTIAL FUNCTIONS

Prepares and supervises the preparation and/or review of plans, specifications, and estimates for traffic system projects; prepares, reviews, and researches materials for the preparation of various reports; performs analyses and computations of traffic impacts from development projects; prepares reports on traffic engineering matters including, but not limited to, such as accident analyses, traffic volume, speed studies, and pedestrian and bicycle studies; reviews and evaluates traffic and parking studies; reviews and recommends modifications and alternatives to contract documents and change orders; manages the construction, operation, and contractual requirements of various traffic system projects including, but not limited, traffic signals, communications systems, traffic signs, and pavement markings; secures grants/loans with outside agencies to finance City projects; confers on interdepartmental traffic related projects with other departments, governmental agencies, and private organizations; directs the issuance of various traffic-related permits; coordinates and communicates with various sections and other departments on projects and programs; prepares staff reports; presents and represents staff before the City Council and other boards, commissions, committees, and community groups; assists the public with questions and complaints on traffic related issues; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, transfers, and disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of traffic and transportation engineering; traffic laws and regulations; standard manuals and standards related to traffic, including the Manual of Uniform Traffic Control Devices, Caltrans Design Manual, and Caltrans Standard Plans and Specifications; principles and practices of budgeting and cost control; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951); principles and practices of sound personnel management and supervision.
- Skill in – preparing and interpreting specifications, plans, drawings, data, and reports; field engineering methods; making accurate engineering computations; and reviewing and correcting the work of others; utilizing computers, computer aided drafting and design software, and a variety of other computer software.
- Ability to – organize and conduct traffic surveys and analyze traffic problems; understand and accurately respond to technical traffic and transportation engineering questions; prepare comprehensive reports, specifications, grant applications, and correspondences; prepare, monitor, and manage projects and project budgets; accept assignments, and plan, layout, direct, supervise, and evaluate the work of others; analyze and interpret documents and materials; prepare clear, comprehensive, and complex reports and recommendations; maintain accurate records; develop, implement, and manage long-range projects and programs; communicate effectively both orally and in writing; make oral presentations; work independently with minimal supervision and direction; practice sound personnel management and supervision; motivate and guide employees; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

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Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a B.S. degree from an accredited college or university with major coursework in civil, traffic, or transportation engineering or a closely related field, and four years of professional engineering experience, of which two years are in the field of traffic engineering design, planning, and operations.

Licenses & Certificates: A valid California Class "C" driver's license or equivalent and registration in the State of California as a Professional Civil or Traffic Engineer are required at the time of appointment. All required licenses and certificates must be maintained throughout employment in this classification.

Special Conditions & Requirements: Possess and maintain physical condition required to perform essential functions of the classification which include the physical ability to: walk on uneven work surfaces; remain in a stationary position for extended periods of time; review documents both on paper and on a computer monitor, and make field observations.

SUPPLEMENTAL INFORMATION

None.